504 Help Wanted Office-Clerical

ACCOUNTANT/CPA
Plymouth CPA firm looking for a staff accountant with a minimum of 3 to 5 years experience. Computer skills a must. Send resume to: PO BOX 70623, Plymouth MI 48170.

ACCOUNTANT
SUBURBAN POSITION
We are seeking a very strong accounting, general ledger & billing background for Michigan based corporation. Degree preferred. Call Arthur Thomas, 355-4140

ACCOUNTING CLERKS
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
DATA ENTRY
FULL CHARGE BOOKKEEPERS
PAYROLL
Use our temporary opportunities to be introduced to the fine companies we represent. Many of our clients offer you the opportunity of temporary placement to find permanent employees.
Call the office nearest you for an appointment.
accountemps
Southfield -- 357-8387
28588 Northwestern Hwy. #250
Southfield MI 48034
Troy -- 524-9050
201 W. Big Beaver #310
Troy MI 48084
Vacation & Holiday Pay
Health Care Benefits Available, EOE

ACT NOW
RECEPTIONIST $14,000
Professional/plush growing company seeks personable individual to answer phones & greet clients. Typing 50+ and Word Processing experience needed. Great advancement opportunity.

SECRETARY $20,000
Your energetic & outgoing personality is in demand at this plush national firm. WordPerfect & 60wpm typing is required. Great opportunity.

EXECUTIVE SECRETARY $25,000
Suburban CEO seeks 8 yrs. experience. Lotus, WordPerfect and Graphics, shorthand a plus. Top benefits for growing firm.
ALL FEES COMPANY PAID
PERMANENT STAFF
Troy: 585-2720
Farmington Hills: 737-5750

ADMINISTRATIVE ASSISTANT
BUSY FINANCIAL PLANNING office needs person with extensive computer knowledge. Also knowledge in securities, insurance and annuities. Excellent compensation. Resume to: R. D. Davies & Associates, P.O. Box 1485, Troy, MI 48099-1485.

ADMINISTRATIVE ASSISTANT
Part time, for Southfield office. WordPerfect & Lotus experience required. Send resume to: Sunburst Properties, 17340 West 12 Mile, Suite 200, Southfield, MI 48076

ADMINISTRATIVE ASSISTANT
We are looking for an individual with some accounting experience. Applicant must have good communication skills & work well with others. This is a permanent part-time position. Contact Mr. Houston at Globe Furniture Rentals: 355-4330

ADMINISTRATIVE ASSISTANT
Established growing manufacturer offers diverse responsibilities in busy Sales Department. Requires experienced, intelligent, down to earth poised professional with solid administrative, secretarial, math, computer & communication skills and ability to operate independently in a team oriented system. Congenial environment, good people, salary and benefits. Please send resume in confidence to: Assistant, Box 212
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Long-term Temp - IBM, MS Word/Windows, Excel. Excellent pay.
ARBOR TEMPORARIES - 459-1166

ADMINISTRATIVE Assistant needed full-time for West Bloomfield computer company. Typing, Word Perfect & Lotus required. Please call Shayna: 855-6300

ADMINISTRATIVE ASSISTANT
Long and short term positions with major health care headquarters. Top pay. WP 5.1, or Macintosh. Call Martha 646-7661
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
To $25,000. Experience in a brokerage or banking/investment environment. Gorgeous offices, full benefits. Call Barb, 772-6760.
SNELLING PERSONNEL SERVICES

Administrative Assistant--
INSURANCE
Experienced administrative assistant needed part-time for health insurance agency in Rochester. Call Sheila or Lucy at: 656-7014

ADMINISTRATIVE ASSISTANT
Full-time with a non-profit organization requires a flexible, positive team player with good communication, word processing & data base skills. Bookkeeping a +. Start $7 an hour! Call MDI, 9am-5pm, 737-0044

ADMINISTRATIVE SECRETARY
Excellent opportunities with Farmington Hills corporation. Both short & long term assignments for candidates with Word Perfect 5.1, Lotus, Harvard Graphics or Draw Perfect a plus. Call Sue 473-2931
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Troy based international company seeks person with prior experience in hotel industry. Must be detail oriented with strong analytical skills, computer knowledge and excellent verbal and writing skills. Full benefit package. Send resume to: P.O. Box 7030, Dept. Z, Troy, MI 48084.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
for a fast paced, rapidly growing Canton company. Must possess excellent typing and phone skills and ability to handle a multitude of tasks. Organizational skills are a priority. Please send resume to:
Box 214
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Up to $10/hr.
• WordPerfect 5.1
• Microsoft Word
• Lotus 1-2-3
• Excel for Windows
WOLVERINE STAFFING
Southfield: 358-4270
Troy: 879-9070

PART TIME Office Clerical Person needed for busy Southfield office. Duties to include typing, filing, assist at switchboard. Send resume to:
Human Resource Dept.
20475 W. 10 Mile Rd.
Southfield, MI 48075

APPOINTMENT SETTERS
Must be over 18 and able to start immediately. 11-6 PM.
313-513-9054

A TROY based insurance agency is seeking a candidate to assume client service, clerical & reception duties. Full benefits & attractive hours. Resumes only to: Dorothy Mize, Wilson Companies Inc., 900 Wilshire Dr, Ste 302, Troy MI 48084

ARBOR NEEDS:
ADVANCED WORD PROCESSORS
$10/HR. +
• WordPerfect • MS Word • Lotus • Excel • D-Base
ARBOR TEMPS 459-1166

AUTO DEALER
File clerk needed for large ford dealer! Dealership experience preferred, excellent benefits. Apply within to: Stark Hickey West, 24760 W. Seven Mile, Detroit 48219
An Equal Opportunity Employer

AUTO DEALER - Receptionist/Cashier, must have excellent phone skills. Mon. Thurs. till 9pm. Tues, Wed, Fri. till 6pm. Please apply in person to Sandy Foster, Troy Ford, 777 John R. Troy.
No phone calls, please

ADMINISTRATIVE ASSISTANT
1 year project at construction site downtown Detroit. Looking for very strong computer skills. Qualified candidate will know WordPerfect 5.1, Data Base III, Quattro & Lotus. Must be able to create graphs, charts & tables. This is a perfect part-time job for individual who would like to earn $12/hr. Please call for interview or fax your resume:
SPENCER PERSONNEL, INC.
559-0110
FAX 559-0690
E.O.E. Never a fee

ADVERTISING SECRETARY
National advertising agency needs experienced WP 5.1 candidates. Top pay. Call Shelly 357-0034
Uniforce Temporary Services

ATTENTION APPLY TODAY
• Word Processors
• Data Entry Operators
• Receptionists
• Clerks
Many assignments open, up to $10/hr.
CORPORATE PERSONNEL SERVICES
261-1120
No Fee EOE

AUTO DEALERSHIP
Needs a new car biller. Experienced preferred, but will train the right person. 534-7200

AUTO DEALERSHIP BILLER
Part time permanent, Monday & Thurs. evenings, 5-9pm. Additional hours possible if desired. Dealership experience necessary. Starts at $8 per hour or more based on experience. Call Mary at Hines Park Lincoln Mercury, Plymouth 453-2424

AUTO DEALERSHIP
Has immediate opening for experienced office help. Knowledge of accounts receivable &/or warranty helpful. Apply in person only at:
Dick Scott Buick,
200 Ann Arbor Road, Plymouth.

AUTOMOTIVE SUPPLIER
Needs experienced shipping clerk. Experience with computer system a must. Experience with Future Three Automotive Release Shipping Control Package preferred. Send resume and salary requirement to:
Box 250
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BIG 3 OPPORTUNITY
Available for experienced office support.
• WordPerfect
• Excel
• Harvard Graphics
• Lotus
• Microsoft Word
Dearborn/Southfield location
BARTECH SERVICES
271-5454

BILLING CLERK
Need an energetic and upbeat person for a part time (1-7pm) entry level position for a busy physical therapy clinic to assist in billing and reception area. Send resume to: Sportoro, 8810 Beech Daly, Redford, MI 48239
No phone calls accepted
An Equal Opportunity Employer

BOOKKEEPER/Billing Clerk, small law firm, 20-30 hrs/wk. MUST KNOW Timeslips. Resume: Office Mgr., 3000 Town Center, #1820, Southfield 48075

BOOKKEEPER, experienced only, send resume & salary requirements to Norman's Jewelry & Loan, 21655 Telegraph, Southfield, 48034

BOOKKEEPER, FULL CHARGE
Ann Arbor firm looking for experienced individual to be responsible for: Accounts payable, accounts receivable, general ledger through monthly financial statements, bank reconciliations, payroll & personnel administration, budget preparation, supervision of bookkeeping department and assist CEO as needed. Strong computer experience desired. Send resume w/salary history:
Herbert Hoffman CPA-Box 1
BDO Seidman
755 W. Big Beaver Suite 1700
Troy, MI 48084-0178
No calls please

★ BOOKKEEPER - Must know payroll, light computer, 20 hours per week. Mature. Immediate hire. Silvermans General Office. Call Pat or Joyce or leave message. 459-2272

BOOKKEEPER: Part time, full time possibility. Full charge. Westside residential builder. Computer literacy. Hours adjustable. Salary open. Send resume: Mr. Kay, P.O. Box 951, Novi, MI 48376.

BOOKKEEPER/SECRETARY experienced in public accounting for accountants office in Ferndale. Please send resume & salary requirements to: P.O. Box 1627, Royal Oak, MI, 48069

BOOKKEEPER TRAINEE
Experience preferred but will train the right person. Good math ability required. Permanent position, interesting & diversified work. Pleasant working conditions. Farmington Hills. Start $950 per month plus monthly incentive plan after training. Call 476-7447 than dial O for an operator.

BOOKKEEPING/ACCOUNTING
Small, high growth N.W. suburban company seeking part-time help. Flexible hrs. Must have general ledger & data entry experience. Send resume: VSC, Inc. 40400 Grand River, Ste. F, Novi, MI 48375

BOOKKEEPING
Friendly atmosphere with Oakland County firm needs your accounts payable/receivable experience on computerized system.
call Doris 646-8501
Uniforce Temporary Service

BOOKKEPPER/ACCOUNTANT. Redford area corporation seeks energetic individual for its accounting staff. General bookkeeping duties including Accounts Receivable/Payable, Payroll & General ledger with fully integrated computer systems. Minimum 2 years extensive experience required. Send resume to: Nemes, Allen & Company, 30200 Telegraph, Suite 163, Bingham Farms, MI 48025

CLERICAL/ADVANCED
Real estate office has full time position available for experienced clerical with advanced WordPerfect 5.1, excellent grammar skills, & proper phone etiquette. Send resume to:
Friedman Real Estate Group,
32300 Northwestern Hwy., Suite 205, Farmington Hills, MI 48334

CLERICAL/BOOKKEEPING Assistant: Office/computer/typing required. Non Smoking Office! Milford Area. Call, 313-684-1215, ext. 228.

CLERICAL
Customer service oriented individuals with experience in the following:
• excellent phone skills
• order processing
• PC data entry
• Reports, statistics, math
• people skills
• organization and detail conscious
Full benefit package. Please send resume to:
ADISTRA CORPORATION
101 Union
Plymouth, MI 48170
Attn: Randy Shaffer

CLERICAL
For carpet store. Alert, reliable person needed to handle general office duties. Part-time position evenings and weekends. Pleasant working conditions. Apply in person at: 23840 W. 8 Mile Rd., Southfield. No phone calls please.

CLERICAL
D.O.C in Southfield has immediate opening in the Order Service Department. Responsibilities include phone work, filing, and some data entry. Please send brief resume to:
D.O.C Optics
19800 West Eight Mile Rd.
Southfield, MI 48075
Or call 354-7100 extension 2318
Monday - Friday 9-5

CLERICAL
Full time for Southfield apartment complex. Call Mon.-Fri. 9am-5pm, 353-8050
An Equal Opportunity Employer

MEDICAL EQUIPMENT CO. seeking full time Customer Service/Order Entry Person with pleasant personality & phone manner. Candidate must be detail oriented and enjoy answering phones & helping people. Typing and organizational skills are a must. Great opportunity to grow with young, aggressive company. Benefits package available. Qualified applicants only, send resume with salary history to:
Metro Medical Equipment, Inc.,
12965 Wayne Rd.
Livonia, Mi., 48150.
No phone calls please.

CLERICAL/FORECLOSURE - Birmingham law firm seeking full time personnel to process foreclosures. Qualified candidates must have good communication & typing skills. Word Perfect 5.0 experience a plus. Will train. Non smoking office, call Mon. thru Fri. 10-4. 540-7701

CLERICAL HELP WANTED
Fast paced marketing/advertising firm in Southfield. Looking for an experienced Typist and WordPerfect 5.1, Windows, and Lotus. Must have excellent phone skills and can work well under pressure. Please send resume and salary requirements to Box 222.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL
Oak Park office seeking individual for clerical support in human resources. Ideal candidate will possess general clerical skills, public relations skills & be detail-oriented. Apply in person at: The Best Services Group, 21750 Greenfield (between 8 & 9 Mile Rds.) Applications are accepted Mon.-Fri. 9-12pm and 2-4pm. Please bring resume.

CLERICAL OPENING for Southfield law firm. Duties include: xerox copying, posting mail, filing and light typing. Full time, some office experience necessary. Call between 11 AM. - 1 PM. only. 948-0000.

CLERICAL OPPORTUNITIES ARE WAITING FOR YOU AT ADIA
Must have at least 1-2 yrs. office experience. Good communication & organizational skills are necessary.
Call for appointment at:
313-722-9060 or 313-382-2342

CLERICAL POSITION available with a service oriented company. Must have a min. 2 yrs. office experience. Must have good telephone skills, bookkeeping & computer experience. Full time position. Hrs: Mon-Fri. 10am-6pm and 1 Sat. a month. To set up an interview call 476-5777

CLERICAL POSITION-Entry-level for Livonia Insurance Co. Full-time, typing experience required. Call Vern: 462-2660

CLERICAL POSITIONS - 3 shifts available to work in Livonia, Farmington and Redford. Must be dependable, and have reliable transportation. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

CLERICAL POSITION - Full & part time Mon. - Fri. Part time 5am to 9pm, full time 8am to 4:45pm or 12pm to 9pm. Duties are filing/sorting, data entry. Requirements are high school diploma or equivalent, typing or data entry experience. Good benefits. Apply in person Mon.- Fri. 8am-4:45pm, Credit Acceptance Corp., 21301 Civic Center Dr., Southfield, MI 48037.

CLERICAL/RENTAL HOSTESS for retirement community in Southfield. Please apply in person at: 22800 Civic Center Dr, Southfield.

CLERK
(Part-time)
Individual must be a team player, be proficient with the ten key (calculator/CRT/PC), have high attention to detail, and possess solid organizational skills. Responsibilities will include opening/sorting in-house mail, entering data onto on-line cash system, balancing cash edits and microfilming/encoding checks.
Hours will be Mon-Fri 8:15 am to 4:45pm, approximately 2 weeks out of every month. Some overtime will be required. Qualified candidates should apply Mon-Fri 9am-4pm.
SOURCE ONE MORTGAGE SERVICES CORPORATION
Attn: Human Resources
27555 Farmington Rd.
Farmington Hills, MI, 48334
Equal Opportunity Employer M/F/D

CLERKS
Two positions available at our western Wayne County outpatient mental health clinic. Duties: phones, filing, light typing. One position: 20 hours/week, including 1 evening. One position: 1 evening/week, plus fill-in for vacation & illness. $5/hour. Call Sue, weekday mornings at: 721-6105

COLLECTIONS
Major corporation needs strong collection experience for immediate opening with international suburban firm. Colleen 357-0648
Uniforce Temporary Services

College Students
ARBOR NEEDS:
• Word Processing/Clerical
• Technical
• General Labor
ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth, MI

COLLEGE STUDENTS FAST CASH FOR THE SUMMER
Work close to home. Full and part time positions available. We have immediate openings for the following positions:
RECEPTIONISTS/SWITCHBOARD OPERATORS
WORD PROCESSORS
DATA ENTRY
CLERKS
TYPISTS
Temp-Med Insurance, Holiday Pay, Cash Bonuses, overtime pay.
LIVONIA 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500
NEVER A FEE
SNELLING PERSONNEL SERVICES

DATA ENTRY
Immediate openings available for your 8,000 keystrokes experience. Two shifts. Top pay. Dena 646-8500
Uniforce Temporary Services

CUSTOMER SERVICE
(Part-time)
We are seeking individuals with previous banking or telephone customer service experience. Responsibilities will include responding to over 100 telephone inquiries per day and some problem solving.
Available shifts:
Mon, Tues, Wed, Fri 9:30am-5pm
Mon, Tues, Thurs, Fri 10am-6:45pm
Mon, Tues, Thurs, Fri 10am-6:45pm
Mon, Tues, Wed, Fri 11am-7:30pm
We offer a competitive benefit package with these positions. Qualified candidates should apply Mon-Fri 9am-4pm:
SOURCE ONE MORTGAGE SERVICES CORPORATION
Attn: Human Resources
27555 Farmington Rd.
Farmington Hills, MI, 48334-3357
EOE M/F/D

DATA ENTRY CLERK
Innovative training and development company has immediate employment opportunity for full-time Data Entry Clerk. Successful candidate will possess 1 year data entry experience, familiarity with IBM hardware or compatible, knowledge of Microsoft Word 5.5, organized and detail oriented. Must have ability to function as a team member, work consistently in the pressure of a fast paced, ever changing, dynamic environment. Please send confidential resume with salary requirements to: Human Resources Director at Human Synergistics, 39819 Plymouth Rd., Plymouth, MI 48170. No phone calls please.

COMPUTER PROCESSOR/SECRETARY
Small Southfield CPA firm, seeks individual with computer experience. Secretarial & organizational skills required. Knowledge of accounting software & processing tax returns helpful. 358-0300

CUSTOMER SERVICE. Expanding company is seeking hardworking individual with pleasant phone voice and good attitude to problem solve lease documentation. Extensive phone work and customer interaction. Great working environment. Please send resume to:
T.H., P.O. Box 9068, Farmington Hills, MI 48333

CUSTOMER SERVICE
National marketing firm has immediate openings for your clear voice and light computer experience. Full or part time. Call Claire 357-0641
Uniforce Temporary Service

CUSTOMER SERVICE/INSIDE SALES - manufacturers representative of electronic components has opening for a detailed oriented individual to join our distributor's sales department. Must be a team player, highly organized & have good phone skills. Working knowledge of word processing & spread sheets a must. College degree preferred. Send resume with salary requirements to: Office Manager, 22765 Heslip Drive, Ste 101, Novi, MI 48375

CUSTOMER SERVICE
Sharp Customer Service Representatives Wanted! Dynamic, progressive firm looking for a special individual who can work in a fast paced environment, maintain a sunny disposition, who is detail oriented and has excellent phone skills. Previous phone experience a must! This full-time position offers full benefits and a 401K plan. Guaranteed salary plus commission can enable you to earn:
$7-10 Plus
If you are a team player and enjoy helping others, please send your resume to:
Attn: Telemarketing Manager
1534 S. Woodward Ave.
Birmingham, MI 48009

DATA ENTRY
CUSTOMER SERVICE $20-$24K
Plymouth firm seeks experience in above with outgoing personality & excellent phone skills. Resume in confidence to: 24385 Halsted, Ste 201, Farmington Hills, MI 48335.
471-3520 or 442-0709 fax

DATA ENTRY
Major suburban corp needs your rapid keystrokes & recent experience. Accounting or finance background preferred. Dona 357-0644
Uniforce Temporary Services

DATA ENTRY
National service firm needs your attention to detail for alpha and numeric. Call Dana 473-2933
Uniforce Temporary Services

DATA ENTRY OPERATOR
Entry level, full-time Southfield location. Must have excellent math ability & ten-key calculator skills. Send resume to: PO Box 5091, Southfield, MI 48086

DATA ENTRY OPERATOR
Needed for Afternoon Shift.
Must be able to type 45 wpm. Keystrokes 6-8,000. Westland area.
For appointment please call
ADIA PERSONNEL
722-9060 382-2342

DATA ENTRY - Part & full time. Major medical benefits with health, dental & life insurance. Above average wage. 476-7355

DATA ENTRY TO $7/HOUR
Current openings. Hours vary. Livonia/Plymouth/Novi.
ARBOR TEMPS 459-1166
9433 Haggerty Road, Plymouth MI

DATA ENTRY
1 yr. experience. Lotus 1,2,3. Systems back-up helpful. Full-time. Hourly and benefits. Non-smoking. Resume to: Manager, P.O. Box 40727, Southfield, MI, 48034.

Data Processing
COMPUTER OPERATOR
Our Data Systems Department is looking for a detail oriented, dependable Computer Operator. Responsibilities will include:
• Monitor System Performance
• Perform Preventative Maintenance to I/O devices
• Maintenance of records, logging and supplies.
Requirements include Hardware: IBM, ES/9000 150 Software: DOS/VSE literacy, minimum 2 years experience.
We offer full-benefits, a progressive professional atmosphere and a smoke-free environment. Interested please send resumes with SALARY REQUIREMENTS to:
FIRST HEALTH
25505 W. 12 Mile Rd. Suite #3000
Southfield, MI 48034-8339
Attn: Personnel/Computer Operator
EEO/AA M/F

DATA PROCESSING MANAGER
Expanding Multi-plant Steel Service Center is looking for a self motivated, dedicated VAX Cluster System Manager with Programming ability. Languages include VAX BASIC and VAX COBOL. Skills include knowledge of DECNET, LAN, WAN, and VAX Cluster Management. Require at least B.A. in Computer related field and 3-4 years experience. Non-smoking. Send resume with salary requirements only.
Contractors Steel Co.
36555 Amrhein Road
Livonia, MI 48150

DATA PROCESSING CLERK
Growing and dynamic cellular company is seeking an independent and self-motivated individual for data entry. Individual will be responsible for data entry and maintaining various marketing data bases. A minimum of 2 years in the data entry field with 60 wpm and proficiency on 10 key. Speed and accuracy a MUST! We offer a competitive wage package, health and dental benefits and a 401 (K) program. If you are looking for a positive work environment in a growing company, please send resume and cover letter to:
Customer Care Manager
1534 S. Woodward
Birmingham, MI 48009

DATA PROCESSOR
TO $14,000 YR. - 5 day week. Full benefits. Livonia area. Nice environment. NO FEE. Employment Center Agency. 569-1636

EXECUTIVE SECRETARY
Immediate opening with small growing company located in Southfield. Need experienced individual with shorthand and word processing skills. Individual must be organized, dependable and able to work independently. Automotive background a plus. Hourly rate plus company paid benefits. Resume to: Box 240,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Experienced professional, must be proficient in WordPerfect & Lotus. Some filing required. Have executive phone skills, professional attitude & presentation, good organizational & planning skills, up-beat positive attitude. Excellent benefit package available. Minimum 5 years experience as Executive Secretary. Send resume to:
Karen Kelly
A.J. Etkin Construction Co.
PO Box 9061, Farmington Hills, MI 48333-9061
An Equal Opportunity Employer

Experienced Word Processing Secretary
Call today & receive immediate exposure to temporary & permanent positions with top knotch companies in Livonia & surrounding areas. Excellent typing skills, word processing experience & interpersonal skills a must. Work experience on WordPerfect, Lotus or Windows is a plus. Call immediately.
591-1100
Acro Service CORP.
Never A Fee

DISPATCHER - A fast paced plumbing & heating co. in Farmington Hills looking for a Dispatcher with clerical skills. Full benefits. 477-6586

DRYCLEANING-Part-time help needed, approx. 30 hrs./wk. to work in Livonia Tuxedo shop. No experience necessary. Call: 525-0020

ENTRY LEVEL FINANCIAL CLERK
Immediate full time entry level opening for a clerk in the Control Department of DMB&B, Advertising. Successful candidate will distribute financial reports, microfilm and verify financial information; filing and assembling proof for designated clients. Must be detail oriented, have CRT experience, and good communication skills. Requires general office experience, and good communication skills. Requires general office experience. Send resume and salary history to DMB&B, Information Clerk, P.O. Box 811ph, Bloomfield Hills, MI. 48303.
EOE M/F/H

EXECUTIVE SECRETARY
Executive offices of international service firm needs your proficiency on MS Word, Excel helpful.
Call Susan 848-7062
Uniforce Temporary Services

EXECUTIVE SECRETARY
High profile position. $25,000 plus experience with WordPerfect 5.1, Lotus 1-2-3, shorthand. Able to handle day to day operations for busy executive. Call ADIA the 2nd largest agency in the world. Call Lori at:
ADIA PERSONNEL
LIVONIA - 525-0330

EXECUTIVE SECRETARY
FEE PAID - $25-$35,000
Glamour Industry Executive needs a right-hand assistant. Shorthand, Lotus & W.P. Plush "fast paced office". Benefits paid.
An employer paid PERMANENT "CAREER" agency since 1953
(313) 649-6797 fax 649-2496
Dorothy Day Personnel of Troy, Inc
DAY

EXECUTIVE SECRETARY NEEDED!!!
• Permanent position in the Troy area for Fortune 500 company
• Must be able to speak Spanish
• Microsoft Word
• Harvard Graphics (a plus)
Call today for an appointment!!!
CORPORATE PERSONNEL SERVICES
362-9696
NO FEE EOE

FULL TIME SECRETARY prefer 4-6 yrs. experience as a sales secretary or equivalent. Computer experience required, prefer Macintosh, however will train. Bookkeeping helpful, but not necessary. Job to include a variety of clerical duties. Starting salary approx. $18,000/yr. Please FAX resume or written qualifications to: 313-729-8437

GENERAL OFFICE - Needed for home health care agency office. Home health experience preferred, typing 45wpm, references. 537-7220

GENERAL OFFICE, Part Time, Data entry, payroll & accounts receivable experience preferred. Approx. 20-25 hrs. per wk. Troy area. 680-0303

GENERAL OFFICE - Full Time
Casual office work includes: Computerized billing, answering phones and customer service. Occasional shop work. Must be organized, have an eye for detail and a sense of humor. Apply in person at: 26211 W. 7 Mi. Rd., Redford.

GENERAL OFFICE - Bright, self-starter for manufacturing office in Farmington Hills. Prefer person with some experience in production planning, inventory control or purchasing. Good computer, typing & phone skills required. Able to meet public. Recent experience in manufacturing office preferred. Salary commensurate with experience, benefits, paid holidays, vacation. Send resume & salary requirements to: Personnel Dept. 30057 W. 8 Mile, Livonia, MI 48152 or call Mon. thru Wed. 9-3 473-9305

GET READY FOR THE SUMMER!
SECRETARIES experienced with Microsoft Word for Windows, WordPerfect and/or Lotus. Experience with Transcription helpful.
RECEPTIONIST with typing ability
DATA ENTRY high production.
Send resume or call for an appointment today!
29125 Buckingham #4
Livonia, MI 48154
522-4020
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

HELP!
Young and growing financial services firm in Troy desperately needs Administrative Assistant. If you are responsible, hard working and intelligent we would be interested in talking to you. Computer experience and WordPerfect a must. Send resume to: Office Manager, 2701 Troy Center Dr., Ste 300, Troy, MI 48084

IMMEDIATE OPENING
Office Work
Downtown Birmingham. Hours 11-7. Call 644-3240

INSIDE SALES COORDINATOR
Secretary/Word processing skills needed. Oak Park area. Send resumes to: I.S.C., Box #218
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

INSURANCE AGENCY - Prior insurance experience preferred. Beverly Hills/Birmingham area. $8.50 to start. Call between 9-5: 258-1660

INSURANCE OFFICE - Farmington Hills. Al Bourdeau Insurance has 2 positions, receptionist & mail clerk, available in our Farmington Hills office. Duties include answering and directing phone calls & clients, taking payments, typing and computer in-put, sorting mail & updating forms, supplies & manuals. If you are a responsible, friendly person looking for advancement potential, send resume to: P.O. Box 90419, Flint, MI, 48509-0419.

INSURANCE-State Farm Agency has immediate opening for full-time Personal Lines CSR. Must type accurate for computer data-entry. Non-smokers only. Mail resumes to: State Farm Agent-Jim Bezaire 31281 Schoolcraft Rd. Livonia, MI 48150

INVENTORY CONTROL ASSISTANT
For sharp individual. Must be detail oriented, well organized, resourceful & versatile. Some computer & accounting experience required. Starting $7 per hr. + benefits. Send resume with earnings history to:
P.O. Box 48734, Drawer 7
Oak Park, MI. 48237.

KEY ENTRY OPERATORS
Experienced volume operators needed for day shift. Full or part time. Flex hours, benefits. 478-6111

KEY PUNCH OPERATORS
Experienced on REI, 029, or imbedded numeric key pad, for our Livonia office. 18,000 key strokes/hour required. Full & part time positions available on all 3 shifts also Sat. days. Premium pay for midnight shift. Call Mon. thru Fri. 9am-12 noon. 525-4567

Experienced Legal Secretary/Office Manager
Bingham Farms attorneys' office. WordPerfect & Timeslips a definite plus. Salary based on experience. Call Marilyn 9am-12 Noon: 647-6440

LEGAL ASSISTANT/EXPERIENCED
Wanted for Birmingham law firm. Paralegal degree required. WordPerfect 5.1 experience preferred. Salary based on experience. Good benefits. Call Donna 646-8292
An Equal Opportunity Employer

Insurance
Data Control Processor
Our data systems department is looking for a detail oriented, dependable person
Responsibilities include:
• Labeling, disbursing, binding & filing both daily & monthly reports & some check
• Updating report distribution labels
• Receipt & handling of telephone calls
• Encoding of checks
Qualifications required:
• Type
• Knowledge of data entry
We offer a competitive wage & benefit package, flex-hours and a professional non-smoking environment. Please submit resumes to:
FIRST HEALTH
25505 12 Mile #3000
Southfield, MI 48034-1846
Attn: Data Systems

LEGAL SECRETARY:
Specialty in Personal Injuries
Part-time. Birmingham Area
Call, 313-258-6262

LEGAL SECRETARY
Livonia law firm. Legal experience, word processing training, and excellent skills necessary. Excellent benefits. Salary commensurate with experience. 261-2400

LEGAL SECRETARY
Experienced legal secretary for small, pleasant personal injury firm in Southfield. Full time, good salary opportunities. Knowledge of WordPerfect 5.1, excellent typing skills, phone skills, and prior experience in personal injury practice required. Please include a cover letter stating the type of office experience you have and what you are looking for, and send resume to:
Law Office, PO Box 780428
Lathrup Village, MI 48076

LEGAL SECRETARY - for Farmington Hills general practice attorney. Word Processing preferred. Mon. thru Thur., 9am to 5pm, 626-9070

LEGAL SECRETARY
with 2 years experience for downtown law firm. WordPerfect knowledge required. 965-4520

LEGAL SECRETARY - Experienced. WordPerfect 5.1, personal injury & family law. Salary/hrs. negotiable. Resume: 30833 Northwestern Hwy., Suite 100, Farmington, MI 48334

LEGAL SECRETARY
Needed full time. Familiarity with collection practice preferred. Send resume to: 3000 Town Center, Suite 2390, Southfield, MI 48075, Attn: A. Chudnow

LEGAL SECRETARY/WORD PROCESSOR
Immediate position available. Must have excellent word processing (WordPerfect 5.1) skills with regard to speed (minimum speed 75wpm), computer knowledge & accuracy. Legal experience necessary in corporate area. Must be organized, possess common sense, be able to communicate effectively & to function with little guidance. Some overtime necessary. Excellent pay & benefits for qualified applicants. Please forward resume to: Laura Komba, Howard & Howard Attorneys, 1400 N. Woodward Ave., Ste. 250, Bloomfield Hills, MI. 48304.

LEGAL SECRETARY for 2 associates in Troy Insurance Defense Firm. Minimum 1 year legal experience. Call Office Manager 649-1330

LEGAL SECRETARY
Part time, 3-4 days per week in Southfield for sole practitioner. Call Kim 569-1600

LEGAL SECRETARY, PART-TIME
4 days per wk. for Farmington Hills law firm. 5 yrs. experience. WordPerfect 5.0. 932-3500 ext. 247

LEGAL SECRETARY with 1-3 years experience for Bloomfield Hills law firm. Word Processing experience necessary. Contact Marty, 858-2443

LEGAL SECRETARIES
Experienced, Word Processors. Long-term Temp/Temp-To-Perm.
ARBOR TEMPS - 459-1166

LEGAL SECRETARY
Full-time for small suburban law office in Western Wayne County.
Call 261-4700

LEGAL SECRETARY, $23,000
Personal injury experience, WordPerfect and microsoft word a plus. Suburbs. 772-6760.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY - Well known small Southfield firm. Experience in plaintiff medical malpractice/personal injury. WordPerfect 5.1, Non smoking office. 355-1727

LEGAL SECRETARY
TWO 90 DAY TEMPS
Two 90 day assignments available starting 5/22. 55wpm typing + legal experience required. Call Arthur Thomas, 355-4140

LEGAL SECRETARY
BLOOMFIELD HILLS
We are seeking a legal secretary with 3-5 years experience (Litigation, Real Estate). Full benefits. Resume to: Arthur Thomas, 3000 Town Center, Suite 2333, Southfield 48075, 355-4140

LEGAL SECRETARY $25,000
Estate planning or insurance defense experience. Challenging and diversified duties. Opportunity to advance. Excellent location. Immediate opening. Call 772-6760.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARIES
With Word Processing skills to work in Troy or Southfield. Call
TODAYS TEMPORARY
649-2936
An Equal Opportunity Employer

LEGAL SECRETARY
Bloomfield Hills Law Firm seeks an experienced Legal Secretary. Candidate must demonstrate minimum 60 wpm, accurate typing. WordPerfect proficiency, dictaphone experience, effective oral & written communication skills & an ability to work in a team environment. Non-smoking office, salary commensurate with experience. Send resume to:
Hiring Coordinator
1533 N. Woodward, Ste. 250
Bloomfield Hills, MI 48304.

MANUFACTURING company has full time & part time office positions available. Apply in person at Circuits DMA, 32900 Capitol, Livonia. Off Farmington, S. of I-96.

MARKETING ASSOCIATE needed part-time, 10 to 20 hours a week. Clerical skills necessary. Please call Jeannine at 680-9090

LOAN COUNSELORS
We are seeking individuals with excellent written and verbal communication skills, good math aptitude, and accurate typing. Previous collection experience is a plus. Responsibilities will include handling outbound and inbound calls from mortgagors throughout the country regarding delinquent accounts. Hours will be:
Full Time:
Mon-Thurs 3:15pm-11:45pm
Fri 12:15pm-8:45pm
Part-Time:
Mon-Thurs, 8:30am-2:30pm
Sat. 10am-3pm
All positions include a competitive benefit package. Qualified candidates should apply Mon-Fri 9am-4pm or send a resume to:
SOURCE ONE MORTGAGE SERVICES CORPORATION
Attn: Human Resources
27555 Farmington Road
Farmington Hills, MI. 48334
Equal Opportunity Employer M/F/D

MARKETING ASSISTANT
TRIAD Performance Technologies, Inc., a training and consulting company has an immediate opening for a multi-talented and energetic sales and marketing support person. Qualified candidates must have 3 yrs. experience and be able to manage and organize their own time. Responsibilities include: Reception, word processing, formating & editing project proposals and other administrative tasks. Please submit salary requirements and resume to: 30101 Northwestern Hwy., Suite 330, Farmington Hills, MI 48334

LEGAL SECRETARY
Southfield law firm specializing in bankruptcy. 5 years experience preferrable. Send resume in confidence to: BOX 152
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY for Farmington Hills law firm. Very experienced & seasoned in insurance & civil litigation. Heavy workload. WordPerfect, non smoker. Excellent compensation package. Send resume with salary requirements to: P.O. Box 37251, Detroit, MI 48237

LEGAL SECRETARY for Birmingham firm. WordPerfect necessary, experience in domestic relations essential. Salary & benefits.
Send resume & salary requirements to Box 242
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Experienced legal secretary for sole practioner in Southfield. Knowledge of Word Perfect 5.1, excellent typing skills, phone skills & prior experience in personal injury practice required. Salary commensurate with experience. Excellent working conditions. Call: 313-357-7778

LEGAL SECRETARIES
Recruiting WordPerfect for Windows secretaries. Premium assignment available. Top rates. Call or FAX your resume today!
PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 356-0236 Phone: 356-0060

MARKETING SECRETARY
Plush office of suburban advertising agency has immediate opening for your experience with Word Perfect 5.1 and ability to interact with clients. Call Sophie 357-0038
Uniforce Temporary Services

MARKETING SECRETARY/COORDINATOR
A leading local construction firm seeking qualified marketing support. Candidates must have 5 years experience in proposal/presentation preparation, public relations, advertising, sales function, strong organizational, clerical, & communications skills, also knowledge of Lotus, Harvard Graphics, WordPerfect & Windows. Up-beat, positive attitude, excellent benefit package available. Send resume to:
Manager of Business Development
AJ Etkin Construction Co.
PO Box 9061, Farmington Hills, MI. 48333-9061
An Equal Opportunity Employer

MEDICAL BILLER
Long term positions with top pay in Auburn Hills or Detroit. Blue Shield, Medicare/Medicaid experience. Call Mary 646-7663
Uniforce Temporary Service

MICROSOFT SECRETARIES NEEDED
We need secretaries with advanced skills to work long term & short term assignments in the Troy & Southfield areas. We offer top incentives:
• Cash
• Cars
• Trips
• 2 Weeks Vacation Pay
• Paid Holidays
If you have at least 6 mos. office experience, type a minimum of 55 wpm, call.
TODAYS TEMPORARY
649-2936
An Equal Opportunity Employer

MORTGAGE BANKING POSITIONS
SHIPPING CLERK - Real Estate Lending Division needs person familiar with mortgage collateral packages to be sent to investors.
FINAL DOCUMENT CLERK - Applicant must be experienced with mortgage documents and pool certifications for GNMA Custodial Department.
RECEPTIONIST - Courteous, pleasant person to answer phone, greet visitors, and do general office duties.
PART-TIME POSITIONS - Available in all departments.
Please submit resume and salary requirements in confidence to:
MIAMI VALLEY BANK, 24370 Northwestern Highway, Southfield, MI 48075, or call (313) 358-2900
Substance abuse testing may be a part of the pre-employment process.
An Equal Opportunity Employer

MORTGAGE PROCESSOR, $20,800
1 year experience, friendly suburban firm. Benefits include profit sharing. Quick hire. 772-6760.
SNELLING PERSONNEL SERVICES

NEED ENERGETIC service/sales person, with experience in Personal Lines, for working inside a Southfield State Farm office. 353-1400

OFFICE ASSISTANT
CINTAS "THE UNIFORM PEOPLE" is looking for a well organized, self starter to fill an immediate full-time position in Westland.
We offer:
• Clean, friendly working environment.
• Benefit package/profit sharing.
• Opportunity for advancement.
Necessary skills include:
• Attention to detail.
• Professional appearance.
• Computer Experience (WordPerfect preferred).
• Strong work ethic.
Call us at: 326-0800
Or send resume to:
Office Manager
39143 Webb Dr.
Westland, MI. 48185

OFFICE CLERICAL
Actively seeking experienced employees with the following:
WordPerfect 5.1 & Lotus
Data Entry (8500KPH+)
Switchboard Operators
Call today to set up your interview and receive details regarding a $50 bonus and monthly drawing.
HURRY...
THIS OFFER ENDS MAY 31st.
TEMPORARY RESOURCES
737-1811

OFFICE/COMPUTER
Data entry position with expanding Southfield CPA firm. Computer experience a must, accounting firm experience helpful. Excellent benefits. Salary commensurate with experience. Send resume to Box 226
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PAYROLL CLERK part time, flexible on work schedule 15-20 hours per week. Experience preferred. Contact Jim Miller for an appointment.
BOB JEANNOTTE PONTIAC/GMC TRUCK
Plymouth, 453-2500

PAYROLL SUPERVISOR
Responsible for all payroll functions at a growing human resources firm. Excellent opportunity for a detail-oriented self-motivated professional individual with strong communication skills. Workman's Comp, data entry and computer experience needed. Bachelor degree required.
Send resume and salary requirements to: Personnel, P. O. Box 360, Novi, MI., 48376-0360.

PROFESSIONAL PERSON with strong clerical abilities - Sales or design background useful for retail floor covering store. Call between 10am-4pm 661-5484

WEEKEND RECEPTIONIST
Part time, Sat & Sun., 9-5pm. Duties include phones, light typing, filing & WordPerfect. Private country club, Bloomfield Hills area. $6/hr. 855-0700

NEEDED IMMEDIATELY
WORD PROCESSORS
• Typing 50wpm
• Good communication skills
• Flexible assignments
Located in Southfield, Birmingham & Troy areas.
$7 to $12 per hour
CONTEMPRA
583-6500 - Madison Heights
583-6900 - Dearborn

NOVI INSURANCE OFFICE seeking a service oriented person. Must have phone & typing skills. Send resume to: P.O. Box 634, Novi 48376

Office/Clerical
• Secretarial Support Specialist
With nearly 3 billion in sales and over 3600 restaurants, Taco Bell is an integral member of the prestigious Fortune 50 PepsiCo. family.
Currently, our Southfield Office seeks a top notch individual who thrives in a fast-paced, deadline oriented environment to assist our Construction and Real Estate Departments. This is a full-time position with a benefits package that includes medical/dental, 401K and stock options!
Supporting as many as 5 professionals, you'll take on a variety of assignments including working on special projects, preparing presentations, scheduling meetings, answering phones and processing correspondence. To qualify, you must possess a professional appearance, 65 wpm. typing and at least 3 years secretarial experience.
Additionally, we require excellent verbal and written communication skills as well as good organizational, problem-solving and prioritizing abilities. If you're interested, please send your resume to the following address. Specifying software proficiency and salary requirements.
TACO BELL CORP.
Human Resources, Attn: Admin.
#10 Oak Hollow, Suite 130
Southfield, MI., 48034
NO PHONE CALLS PLEASE!
An Equal Opportunity Employer

PART TIME POSITION
A wonderful opportunity for students, homemakers & others interested in part time work. Fast paced business development firm, has a part time job available: Switchboard/Reception. Poised individual with excellent phone manner & word processing skills. Successful candidate will be a mature, dependable individual. Attractive hourly rate & paid parking. Please send resume to: Mary Bowler, Growth Funding, Ltd., 321 Fisher Bldg., Detroit, MI 48202.
An Equal Opportunity Employer

RECEPTIONIST
for small Troy office. Must be organized. Duties include: word processing, phones, filing & general office. 30-40 hours per week. 280-0630

RECEPTIONIST
Part time, 15-20 hours per week, Livonia. Call after 10am. 458-3980

RECEPTIONIST - part time for hair salon with a computer. Experience preferred.
851-7842

RECEPTIONIST - PART TIME. Mon.-Fri. Answer phones, typing, computer background helpful. Wixom area. 624-4430

RECEPTIONIST - PART TIME
Auburn Hills area. Answering phones and general office duties. Computer experience helpful. Call Betty for details, 340-0400

RECEPTIONIST/SALES SECRETARY
For busy Troy distributor. Experience with WordPerfect & good phone etiquette. Benefits included. Send resume to: L. Toma, 1410 Allen Drive, Troy, MI 48083

RECEPTIONIST - part time, needed for apt. community in Westland/Canton area, good wages, professional appearance a must.
Send resume to - Box #208
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST WANTED, part time work for construction, possibly full time in fall. Please contact:
Debby at 313-826-2283

RECEPTIONIST for small Birmingham law office. Computer billings, accounts receivable & general office duties. 646-7177

RECEPTIONIST - permanent part time, afternoons 1pm - 5:30pm. Prestigious, friendly, Birmingham lawoffice. Non-smoker. 644-2833

RECEPTIONIST
Light typing, excellent communication skills. $6.50 hr., benefits.
E.O.E. JTPA Funded. Call 548-2028

RECEPTIONIST-experienced in secretarial & computer skills for busy upscale Southfield Salon. Part-time or full-time. 1-800-321-5560

RECEPTIONIST/SECRETARY
Strong phone & computer skills, accurate typing, well-organized, mature, non-smoker. Apply 2-4: 1500 N. Woodward, Royal Oak. 645-8780

RECEPTIONIST
Front desk position with national insurance corporation. Word processing a plus. Call Gilda 357-0037
Uniforce Temporary Services

RECEPTIONIST/SECRETARY
$16,640 FEE PAID
Busy Troy firm has immediate opening. Benefits including 401K. Call Mark at 649-3330 or FAX resume to 649-FAX2.
M. BOOKSPAN & ASSOCIATES

RECEPTIONIST
Energetic, outgoing experienced Receptionist wanted for full time position with largest optical chain in Michigan. Apply in person at the D.O.C Eyeworld at Twelve Oaks Mall, 27472 Novi Rd., Novi Michigan

RECEPTIONIST/Secretary - full time with benefits. Must type 45wpm & know Word Perfect 5.1. 12/Telegraph. Resume to: Box 218
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

RECEPTIONIST wanted for a fast paced office in Farmington Hills. Applicant must have previous experience with a 10 line switchboard, pleasant voice and neat appearance. Mail Resume To PERSONNEL DIRECTOR: 35826 Grand River, #242, Farmington Hills, MI, 48335.

RECEPTIONIST/SECRETARY
Part time, mature responsible person for property management company. Answer phones, typing, tenant relations, Mon. thru Fri., 10am-2pm. Some full time. Bloomfield Hills area. Please respond with resume to: BOX 232.
An Equal Opportunity Employer

RECEPTIONIST
Immediate openings in Southfield & Farmington area. Must have professional phone manner & prior work experience. Busy work environment. To schedule an interview call:
TEMPEXCHANGE
557-5600

RECEPTIONIST NEEDED
Entry level position available in a fast paced sales environment for a rapidly growing company. Candidate should possess good telephone and wordprocessing skills. 1-2 yrs. previous office experience helpful. Resume & salary requirements to OFFICE MANAGER: 9030 General Dr. Plymouth, MI. 48170.

SALES SUPPORT SECRETARY
Mature overachiever needed for inside sales support position.
Candidate must exhibit the following qualifications:
• Excellent verbal & written communication skills
• Ability to work independently
• Excellent administrative & organizational skills
• Ability to interact with sales staff
• Ability to coordinate numerous projects
• Consistent follow-through
• Ability to take initiative to solve problems
• Ability to work well with clientele
• Computer literate Macintosh preferred
Send resume & qualifications to:
SALES SUPPORT SECRETARY
P.O. Box #780451
Lathrup Village, MI 48076

RECEPTIONIST
Silicon Graphics is a progressive company that designs, manufactures and markets high performance servers and 3D graphics workstations. We are looking for a seasoned receptionist with excellent communication skills and familiarity with the electronic support systems used in an office atmosphere. Strong personal and customer skills are needed. Experience preferred. Associates Degree required. Please forward resumes to: Silicon Graphics, 24155 Drake Rd., Farmington, MI 48335, Attn: Human Resources-PBU. EEOC

RECEPTIONIST - Excellent telephone skills a must. Proficient in WordPerfect with ability to handle fast paced brokage environment. Send resume only to: Multi-Bank Securities, 26411 Northwestern Hwy., Suite 1350, Southfield, MI 48034, Attn: Pat McCarty.

RECEPTIONIST $14,000-$19,000
FEES PAID BY COMPANIES
Variety of metro locations. All require previous work expreience and professional phone voice. Some offer advancement opportunities.
Call 644-4800.
SNELLING PERSONNEL SERVICES

RECEPTIONIST/OFFICE SUPPORT
Farmington Hills company is looking for a part time receptionist/office support person. This person will be responsible for backing up phones, mail distribution, filing & other general office duties. Must be professional, dedicated & enthusiastic. Great opportunity.
O/E MANAGEMENT SERVICES
478-5540

RECEPTIONIST
Pactel Paging, a national leader in personal communications marketing and a subsidiary of Pacific Telesis, has an immediate opening for a Receptionist. Responsibilities include light typing and assisting other departments as needed. Candidates must have 2 years WordPerfect experience and be able to handle a very busy multi-line switchboard. College students are encouraged to apply.
Pactel offers competitive salary and benefit package, such as Medical/Dental, 401K savings plan and tuition reimbursement. Candidates should send their resumes including cover letter, stating salary requirements to:
PACTEL PAGING
Attn: Human Resources
28800 Orchard Lake Rd., Ste. 200
Farmington Hills, MI 48334
NO PHONE CALLS PLEASE
An Equal Opportunity Employer
DRUG FREE ENVIRONMENT

SALES ASSISTANT
N.W. suburban consumer products company seeks experienced office person for customer phone contact, order entry & customer service. Good clerical skills & WordPerfect required. Send resume to AJM Packaging Corp.: Box 248,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FARMINGTON HILLS ATTORNEYS seek experienced secretary with WordPerfect skills, full or part. Please submit resume with wage requirements to: 33533 W. 12 Mile Road, Suite 180, Farmington Hills, MI 48331.

SECRETARIAL POSITION
Entry level. $6.50-$7.50 per hour. Type at least 50wpm. WordPerfect experience preferred. Send resume to: Weiner, Carrier & Assoc., 42400 Grand River, Su. 207, Novi, MI 48375.

SECRETARIES
RECEPTIONISTS
DATA ENTRY
WORD PROCESSORS
Full or Part Time.
Permanent Job Opportunities.
Put your skills to work with the worlds 2nd largest agency.
ADIA PERSONNEL
525-0330

SECRETARY
An insurance company located in Southfield is seeking a Secretary for its Actuarial Department. Must have a minimum of 3 years secretarial experience, accurate typing (60 wpm) and a thorough knowledge of WordPerfect 5.1 and LOTUS 123. Shorthand skills desired. We offer an excellent benefit package. Please send resume with salary requirements to:
CUNA Mutual Insurance Group
Human Resource Dept.
28333 Telegraph Road
Southfield, MI 48034

SECRETARY - a small family owned company in Farmington Hills has an entry level position requiring WordPerfect, typing 45wpm & general office skills. Full benefits. 477-6569

SECRETARY - FULL TIME
Good typing, spelling, some computer, great phone manners, able to work under occasional pressure. Redford area. Call Sue: 532-3452

SECRETARY - good word processing skills, including word perfect, 20 hrs per week flexible. Send resume to: The ITB Group, 39555 Orchard Hill Place, Ste 225, Novi, MI 48375

SECRETARY
Harman-Motive is a dynamic and rapidly growing manufacturer of high fidelity audio systems. We are currently seeking to fill the position of a full time Secretary in our Sales & Marketing Office. Minimum required skills and experience include typing 60wpm, strong Lotus 1-2-3, Wahryg, WordPerfect 5.1 and Microsoft Word. Successful candidate must have excellent phone manner and the ability to handle multiple tasks. We offer a competitive salary and comprehensive benefits package. Qualified candidates should send resume to:
HARMAN-MOTIVE INC.
#30 Oak Hollow, Su. 240
Southfield, MI 48034
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

SECRETARY
Immediate openings with prestigious suburban firm. At least 1 yr. experience. Call Sharon 473-2931
Uniforce Temporary Service

SECRETARY/SALES ASSISTANT
for weekend work and possibly part time week, with typing skills and outgoing personality.
Call Michelle 739-0050 or 652-7230

SECRETARY
Masco Corporation, a leading, diversified Fortune 250 manufacturer, has an interesting and challenging professional secretarial position available in our Property Management Department at our Corporate Office. The ideal candidate should be an independent self-starter with real estate, legal or development experience. WordPerfect and Lotus PC experience is required.
In addition to an attractive working environment, we offer an excellent salary and benefit package. Please send resume in confidence to:
Human Resources
Department CH
MASCO CORPORATION
21001 Van Born Road
Taylor, MI 48180
An Equal Opportunity Employer

SECRETARY
Oakland Management Services, a computer services organization, is seeking a secretary/receptionist for a one person office. Responsibilities include answering phones, using WordPerfect 5.1 for correspondence and documents, filing and other administrative functions as required. Candidate must be experienced, dependable, professional and possess good communication skills. Send resume to: Personnel Director, Secretary, 1332 Anderson Rd., Clawson, MI 48017

SECRETARY - Part/Full time, needed for busy insurance & investment agency. Excellent clerical, communication & organizational skills along with professional appearance & computer experience. WordPerfect knowledge preferred. Resumes to: Mrs. Smith, Global Financial, 26211 Central Park Blvd., Ste 300, Southfield, MI 48076